

~~XXXXXX~~ AGENCY

XXXXXXXXXXXXXXXXXXXX 2430 E St., N.W.

October 7, 1947

VIA AIRMAIL

Foreign Broadcast Information Branch

SUBJECT: Correspondence with CIA and FBIB Washington Office

1. All official correspondence from field bureaus to the Washington office will normally be addressed to the Chief, FBIB, with one carbon copy for routing to other officials.
2. Letters to the FBIB Washington office may be marked for the attention of another official on the FBIB staff if they clearly fall within the jurisdiction of that official or concern matters previously referred to him; but it is not necessary that they be so marked.
3. Letters may be addressed to officials of other CIA offices in acknowledgement of or reply to correspondence directed from them to chiefs of field bureaus; but such acknowledgements and replies will be routed through the Chief, FBIB. The initial correspondence on any subject, such as personnel information, authorization for expenditures, etc., will be addressed to the Chief, FBIB.
4. Teletype messages may be addressed to the attention of the FBIB official within whose jurisdiction they fall to avoid time lag in referral; but if there is any doubt as to the appropriate recipient, they should be addressed to the Chief, FBIB. Phrases such as "Please inform Personnel" and "Please request Finance" are unnecessary and undesirable.

Very truly yours,

Chief, FBIB

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